

REPORTS INVENTORY					CONTROL NO.				
PREPARE IN DUPLICATE					DDS/OP/BSO				
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT				
TAG ORDERS					<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)					
3		Monthly		1 (one)					
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT					
Memorandum		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		See Item 13					
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)							
CPB		NONE							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$ 3.78		2.85		\$10.77		12		\$129.24
GS-14	10.70		.15		1.61		12		19.32
									\$148.56
B. COSTS OF COMPUTER PRODUCED REPORTS									
N. A.									
TOTAL COSTS PER YEAR							\$148.56		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
Initiated 1 March 1963 (see attached memo from Finance Division dated 18 February 1963). Justification for continuance would have to be provided by Office of Finance.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT							ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE							<input type="checkbox"/> OTHER (explain)		
							MAN-HOURS		DOLLARS
							36		\$148.56
16. DATE OF INVENTORY									
8 October 1970									